

Suitability Screening & Medical Assignment Screening



**NAVY EFMP CONFERENCE
Seattle, WA
12-14 July 05**

Version: 2 May

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Presented by.....



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Briefing Objectives

Provide an overview and understanding of policy, procedures and responsibilities for:

- Suitability screening for overseas, remote duty and operational assignments.
- Medical assignment screening.





Policy & Guidance

- ✓ **OPNAVINST 1300.14C**, 10 Jan 01, Suitability Screening for Overseas and Remote Duty Assignment
- ✓ **NAVPERs 15560D**, Naval Military Personnel Manual, MILPERSMAN 1300-302, 304, 306, 800 & 801
- ✓ **BUMEDINST 1300.2A**, xx xxx 05, Suitability Screening, Medical Assignment Screening and Exceptional Family Member Program Identification & Enrollment
- ✓ **MCO P1300.8R**, Marine Corps Personnel Assignment Policy



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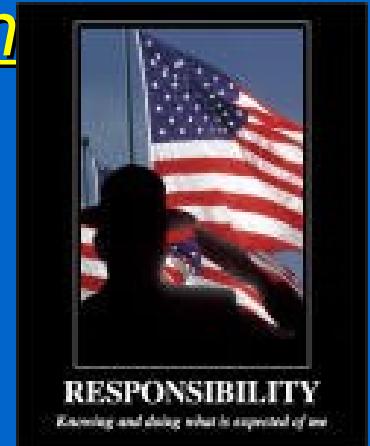
BUMEDINST 1300.2A of xx xxx

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- ✓ Contains policy, procedures and responsibilities for:
 - ✓ Overseas, remote duty & operational suitability screening.
 - ✓ Medical assignment screening.
 - ✓ EFMP identification & enrollment.
- ✓ Prescribes screening forms:
 - ✓ NAVMED Form 1300/1 (rev. x-05)
 - ✓ NAVMED Form 1300/2 (rev. x-05)
 - ✓ NAVMED Form 1300/3 (x-05)
- ✓ Provides guidance on special education & civilian employment.

Responsibilities

- Unit commanding officer of the transferring command owns the screening process and makes the suitability determination
- Military treatment facility (MTF):
 - performs medical / dental / educational screening
 - provides a suitability recommendation to the transferring command



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BUMED's Role

Per OPNAVINST 1300.14C:



- ✓ Prescribe procedures for medical, dental & educational screening --> BUMEDINST 1300.2A
- ✓ Monitor the execution of screening procedures
- ✓ Determine the cause and institute corrective action for screening deficiencies



Why Screen?

- Determine suitability for overseas, remote or operational assignments by identifying “special needs”
- Match needs to capability of local medical, dental, school & community facilities
- Decrease early returns, expenditure of funds & billet gaps
- Increase quality of life for service & family members

• • • **What are “Special Needs?”**

- Medical or Dental
 - chronic condition
 - any condition requiring services beyond a primary care provider
- Mental Health
- Developmental or Educational
- Adaptive Equipment
- Assistive Technology Devices or Services
- Wheelchair Accessibility



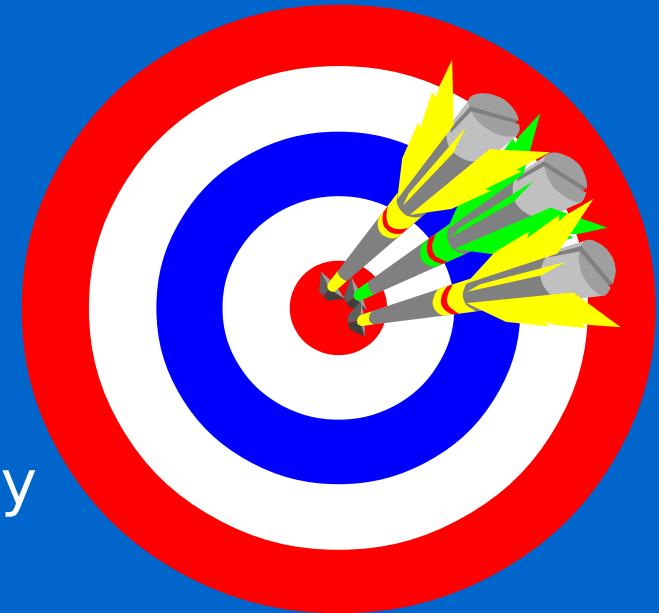
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The Specifics of Suitability Screening

- Screen each service/family member as a specific individual for a specific location at a specific time:
 - Two individuals with the same diagnosis may have different medical profiles
 - One location may be suitable but not another
 - A location may have capability at one time but not another



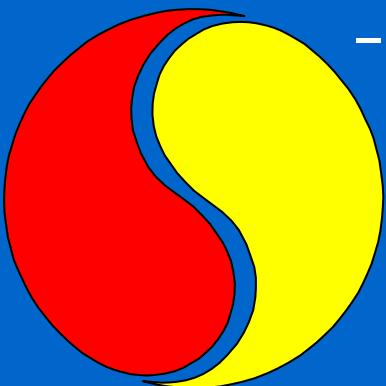
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Complementary Programs

- **Suitability Screening Program**
 - for specific location
 - when orders issued
 - for service/family member
 - complete in 30 days
- **Exceptional Family Member Program**
 - for all locations
 - before orders issued
 - for family members during routine healthcare



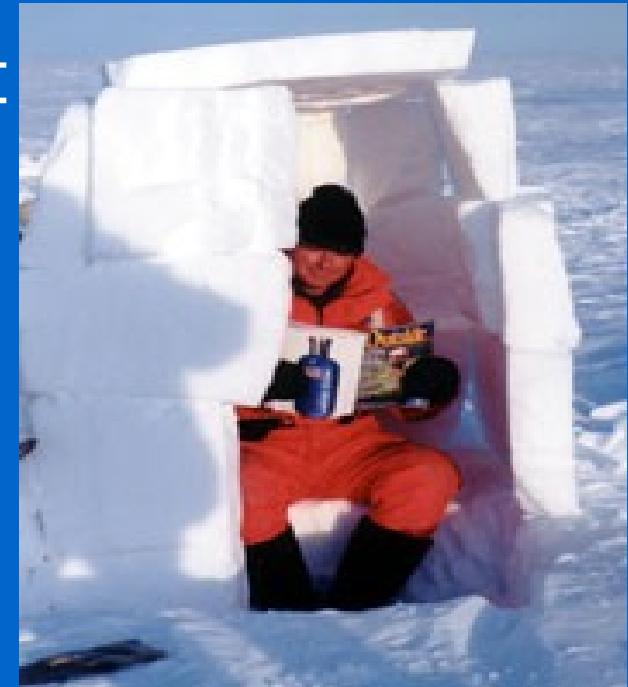
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Remote Duty Assignments

- Locations within the US that require suitability screening
- Designation based on non-availability of frequently used health care within a reasonable travel time
- Reasonable travel time is two hours of one way surface travel



Current Remote Duty Locations

- Alaska - Kodiak
- Florida - Key West
- Hawaii - Barking Sands
- Nevada - Fallon
- West Virginia - Sugar Grove
- California - Bridgeport, San Clemente Island, San Nicolas Island



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Family Members

- Family members require screening when:
 - Orders authorize an accompanied tour
 - Service member is serving an unaccompanied tour of 24 months or more
 - Joining a service member already at an overseas or remote duty assignment
- DEERS enrollment required for each family member



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Civilian Employees

- Selected for positions based on job requirements & merit factors (Title 5, USC)
- HRO “owns” employee and is required to:
 - Arrange for a pre-employment physical
 - Query employee / family members for special needs
 - Coordinate with cognizant HRO/CPO, MTF, EDIS & DoDDS, as required
 - Provide comprehensive information to employee in order to make an informed choice
- Information is advisory - cannot deny employee the position nor deny family member travel
- Civilian employees & family members do not enroll in EFMP



Suitability Screening Coordinator

- Designated by MTF commander
- Coordinates suitability screening process
- Performs paperwork review / preliminary screening
- Refers to MTF healthcare providers for medical & dental screening
- Forwards suitability inquiry to gaining MTF
- Provides recommendation to transferring command
- As required, coordinates with NAVPERS, PSD, HRO, etc.



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Suitability Screening Process

- ✓ SM receives orders - 30 day clock begins
- ✓ Transferring command or PSD schedules SM / FM for medical / dental / educational screening
- ✓ Transferring command concurrently conducts a “command review”
- ✓ SSC reviews paperwork, performs preliminary screening & completes NAVMED 1300/2
- ✓ MTF healthcare providers conduct screening & examinations as required & complete NAVMED 1300/1 Part I (medical) & II (dental)



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Suitability Screening Process

(continued)

- ✓ If a special need is identified, SSC forwards suitability inquiry to gaining MTF
- ✓ Gaining MTF assesses local resources & replies to screening MTF - 7 working days
- ✓ MTF CO / OIC provides recommendation to transferring command on NAVPERS 1300/16 Part II
- ✓ Transferring command makes suitability determination on NAVPERS 1300/16 Part 1 - 30 day clock ends



Suitability Screening Forms

- ✓ **NAVMED 1300/2 (rev. x-05)**
Medical, Dental & Educational
Checklist & Worksheet
- ✓ **NAVMED 1300/1 (rev. x-05)**
Medical, Dental & Educational Suitability
Screening for Service & Family Members
- ✓ **NAVPER 1300/16 - Part II (2-03)**
Report of Suitability for Overseas Assignment



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Suitability Screening - Required Information

For Service Members:

- ✓ Copy of orders
- ✓ Verification of current:
 - ✓ Routine examinations, screenings & immunizations
 - ✓ Hearing & vision examination
 - ✓ HIV, G-6-PD 7, & Sickle Cell tests
 - ✓ Blood type & DNA
- ✓ Copies of civilian medical, dental or mental health records or summaries
- ✓ Current medical history (DD Form 2807-1)

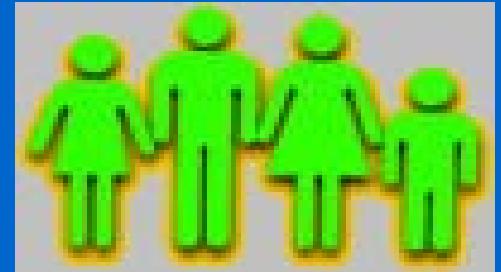


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Suitability Screening - Required Information

For each Family Member:

- ✓ Demographic info for each FM
- ✓ Military health record
- ✓ Copies of civilian medical, dental or mental health records or summaries
- ✓ Current medical history (DD Form 2807-1)
- ✓ Verification of required immunizations



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Suitability Screening - Required Information

For Servicewomen:

- ✓ Current annual health maintenance examination as prescribed by MANMED, Chapter 15
- ✓ Pregnancy screening (verbal inquiry)

For Female Family Members (18 years of age or older):

- ✓ Health maintenance screening tests as prescribed by U.S. Preventive Task Force Recommendations
- ✓ Pregnancy screening (verbal inquiry)



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Suitability Screening - Required Information

For Infants & Toddlers receiving
or eligible to receive Early
Intervention Services:

- ✓ Copy of the current **Individualized Family Service Plan (IFSP)**
- ✓ If available, copies of developmental assessments or evaluations

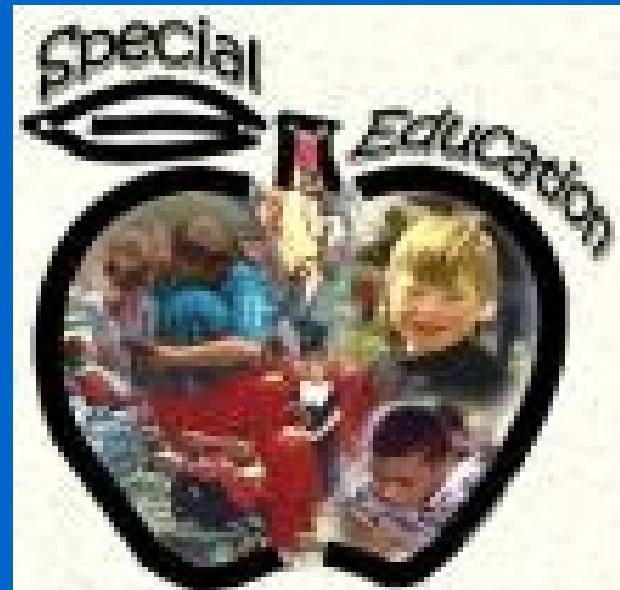


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Suitability Screening - Required Information

For Preschool or School-age Children
receiving or eligible to receive Special
Education & Related Services:

- ✓ Copy of the current Individualized Education Program (IEP)
- ✓ If available, copies of school assessments or evaluations
- ✓ DD Form 2792-1 completed by the school



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Contents of Suitability Inquiries

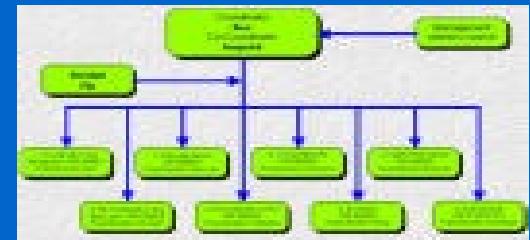
- ✓ Service/family member ID and demographics
- ✓ **Condition:** Dx, Hx, severity, frequency, duration, cause, complications, medical summary
- ✓ **Treatment:** Tx, Rx, dates of hospitalization, specialists required, follow-up, frequency, tests, supplies, appliances
- ✓ **Support requirements:** accommodations, early intervention, special education, related services (fax IFSP or IEP), wheelchair accessibility
- ✓ **Administrative info:** EFMP enrollment, PCS date, reply due date, POC, phone, fax & e-mail information



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Suitability Screening Coordinator @ Gaining MTF

- ✓ Coordinates suitability inquiry with:
 - ✓ MTF healthcare providers
 - ✓ HRO for civilians
 - ✓ Local EDIS program & DoDDS for early intervention, special education & related services requirements
- ✓ Forwards reply by due date
- ✓ Submits screening deficiency reports & early return requests



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Special Situations

- Transfers to an intermediate duty station
- Consecutive assignments
- Family members joining service member at an overseas or remote duty assignment
- Family members screened by civilian providers or at non-Naval facilities
- Deployed service members
- Service members assigned to air facilities or field activities

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Caution Flags

Suitability screening can not be completed when:

- assignment location is not known
- information is incomplete
- final condition is not known:
 - ✓ mother's condition after delivery
 - ✓ newborn's condition
 - ✓ outcome of treatment

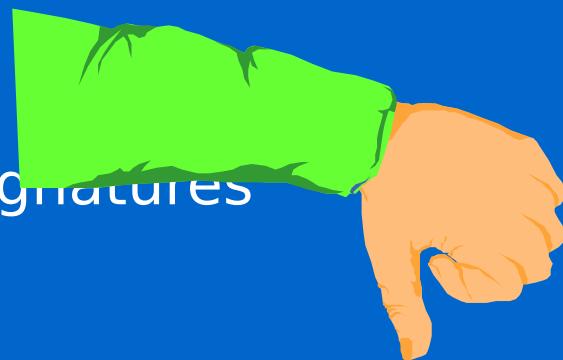


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Suitability Screening Deficiencies

To identify & correct failures in the screening process, the gaining MTF files a deficiency report when:

- ✓ Service/family members arrive without medical, dental or educational screening
- ✓ No coordination occurred with the gaining MTF although a special need was identified
- ✓ A special need was not reported by the service member prior to the transfer
- ✓ Screening records are incomplete, missing or do not contain required signatures

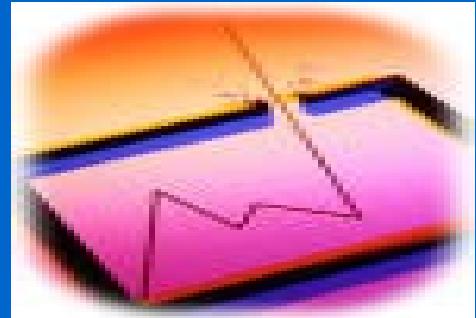


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Improving Suitability Screening

**Not following BUMEDINST 1300.2A guidance
is the #1 problem!**

- ✓ Provide adequate training & time to do the job
- ✓ Maintain & reference regulations & guidance
- ✓ Educate local commands & PSD
- ✓ Maintain an ongoing dialog
- ✓ Develop & implement local SOPs
- ✓ Monitor & meet target dates



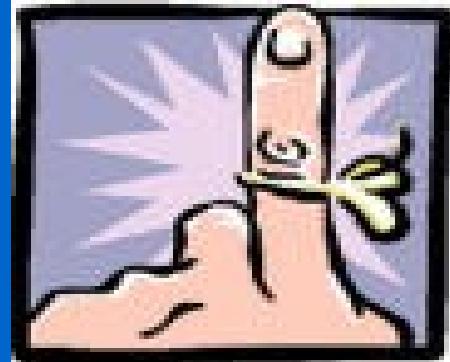
Improving Suitability Screening

- ✓ Obtain civilian health records
- ✓ Provide adequate information to gaining MTF
- ✓ Only designees sign-off screening paperwork
- ✓ Place completed forms in health record
- ✓ Retain copies for audit trail
- ✓ File deficiency reports to correct problems



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Remember...



- Suitability Screening is an administrative process normally involving record reviews & in-person interviews.
- Suitability Screening is not a medical procedure.

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The Goal of Screening is...

**...to get people to
the right places
on time all of
the time !**



Medical Assignment Screening

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- Some members found eligible for “medically unrestricted duty” following a period of TLD or “fit for continued Naval service” by the PEB receive orders to an overseas or operational assignment & then fail suitability screening.
- Such findings do not imply suitability for overseas or operational assignments.
- Medical Assignment Screening identifies ongoing medical conditions that may limit a member’s ability to be worldwide assignable.



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Medical Assignment Screening - Criteria

Navy service members will undergo medical assignment screening before availability for orders of any kind immediately after:

- ✓ A finding of “fit for medically unrestricted duty” following a period of TLD.
- ✓ A finding of “fit for continued Naval service” by the PEB.
- ✓ A request from NAVPERSCOM due to an unresolved limited duty (LIMDU) situation.

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Medical Assignment Screening - Parent Command Responsibilities

The **parent command** will ensure:

- ✓ The member follows the guidelines in MILPERSMAN 1300-801.
- ✓ The member is referred to a MTF for medical assignment screening.
- ✓ The member completes medical assignment screening not later than 15 days after meeting one of the qualifying conditions.
- ✓ Results of the completed medical assignment screening are forwarded & coordinated with NAVPERSCOM.

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Medical Assignment Screening - MTF Responsibilities

The military physician, nurse practitioner, physician assistant or independent duty corpsman conducting medical assignment screening will:

- Review all medical records & pertinent information regarding the member's medical condition & limitations.
- Complete NAVMED 1300/3, Medical Assignment Screening, & support all "yes" answers with thorough & specific information to include:
 - Reason/diagnosis for any medical evaluation boards.
 - ICD-9 code(s).
 - PEB findings (if applicable).
 - Limiting conditions, prognosis, timeline for improvement & other pertinent information.

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Medical Assignment Screening - Determination

Upon completion of Medical Assignment Screening, the military healthcare provider conducting the screening will determine if the member is:

“Worldwide assignable without limitations”

or

“Assignment limited”

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Medical Assignment Screening - Final Disposition

- MTF forwards completed NAVMED 1300/3 to parent command.
- Parent command, in coordination with PSD, forwards form to NAVPERSCOM.
- Based on the determination, NAVPERSCOM will:
 - locate an overseas or operational billet with required medical support
 - keep the member permanently in CONUS
 - process for administrative separation

Note: New medical officer billet established at NAVPERSCOM (PERS-4821)

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Contacting Coordinators

- Hard copy list of MTF coordinators no longer maintained
- Access coordinator info via PAD Homepage (NMO log-on required):
<http://navymedicine.med.navy.mil/pad/>
- MTF responsibility to ensure current:
 - ✓ SS, MAS, LIMDU, EFMP coordinator names
 - ✓ Commercial & DSN phone numbers
 - ✓ Email & PLAD addresses



Useful Websites

- ✓ BUMEDINST 1300.2A & NAVMED Forms:
<http://navymedicine.med.navy.mil>
- ✓ Naval Military Personnel Manual:
<http://www.bupers.navy.mil/cdrom/cdrom.html>
- ✓ DD Form 2792/2792-1 (EFMP Enrollment):
<http://www.dtic.whs/directives/informgt/forms/formsprogram.htm>
- ✓ DoD Military Homefront:
<http://www.militaryhomefront.dod.mil>



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Suitability/Medical Assignment Screening

- Questions?
- Comments?
- Amusing anecdotes?

